

To: Department Chairpersons

From: Rafaela Weffer, Chair URC & QIC

RE: **Leave Recommendations**

As a person with expertise in the faculty member's discipline, it is most helpful to the Council if you would discuss the significance of the research project to the field of study. Please evaluate the contribution of the research and indicate how it advances the faculty member's research agenda. If the requested leave is for two or three quarters, please address the proposed work plan in terms of time needed to carry out the project. For QIC instructional leaves, it is important to explain why a significant amount of time is needed for course development.

If you wish, you may rate leave applications as highly recommended, recommended, or not recommended at this time. However, please indicate the basis of qualitative judgments or practical objections, being careful to distinguish between factors of academic merit and financial or scheduling considerations.

Please forward your recommendation and the faculty member's proposal to the Dean of your College or School. Please email your recommendation as an attachment to Rafaela Weffer, Council Chair. We do not need the proposal as we will take it from our online submission system. Please note that the deadline for faculty leave requests to the College or School is **December 15**, and the deadline for Deans to make their recommendations to the Councils is January 10<sup>th</sup>.

**Re: QIC Grant requests (Individual & Department) October 15 & March 15**

Please note that all Quality of Instruction grant requests related to course development or instructional enhancements require an endorsement from the Chair of the department. In your letter of support, please touch on the following three points. However, you should include any additional element that you consider relevant and wish the Council to consider.

- Briefly describe the curriculum within which the faculty member's project is situated.
- Indicate the significance of the course or faculty project to the curriculum.
- Describe the expected benefits for the department.

Please email your letter of support as an attachment to Rafaela Weffer, Council Chair. The deadlines are October 15 for the Fall grant cycle and March 15 for the Spring grant cycle. We appreciate receiving letters as close to that deadline as possible.